
Tri Palm Estates & Country Club



**Property Owners Handbook
October 2018**

OVERVIEW

TRI PALM ESTATES & COUNTRY CLUB (TPE&CC) is a planned residential community comprised of many county-approved tracts. Each tract has a set of “Conditions, Covenants & Restrictions” known as the CC&Rs, that are part of the deed to each lot. These CC&Rs outline responsibilities of the TPE&CC Owner of the recreational facilities and of Lot Owners in the tracts. The TPE&CC Owner of the recreational facilities is Shenandoah Ventures, LP.

The CC&Rs for certain tracts have been amended to include a Master Declaration, which is also part of the deed. This Master Declaration established a Homeowners’ Association and declared most of the tracts as age restricted residences. These tracts are known as the Senior Section. These properties fall under the oversight responsibility of the Tri Palm Unified Owners Association (TPUOA).

Two additional tracts, 3774 and 3858 which are known as the Family Section, are regulated by the Recreational Facilities Manager, who is contracted by the TPE&CC Owner of the recreational facilities.

Change of Lot Owner:

When lots are sold, all governing documents that pertain to the community and for that lot must be transferred from the selling Lot Owner to the new Lot Owner. Those documents include but are not limited to: Master Declarations/Amendments; Covenants, Conditions, and Restrictions (CC&Rs); Property Owners Handbook; the Settlement Agreement; and Architectural Rules & Regulations.

All new Lot Owners must register in the TPE Management Office and the TPUOA Office.

PURPOSE OF THIS DOCUMENT

The purpose of this Property Owners Handbook is to provide guidance and establish responsibilities for the TPE&CC Owner, Recreational Facilities Manager, Lot Owners, Renters, Guests and TPUOA.

These rules are intended to help to preserve all assets, maintain and increase the value of all property within the community, set a high level of pride of ownership for all concerned, and to provide for a congenial atmosphere for the enjoyment of all.

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A. Recreational Facilities Management Responsibilities

According to the CC&Rs, the TPE&CC Owner must maintain the recreational facilities for the use of Lot Owners, their Renters and Guests.

The TPE&CC Owner of the recreational facilities is required to employ a professional golf recreational facilities management company to care for the recreational facilities, which include the Clubhouse, swimming pools, spas, tennis/pickleball courts, shuffleboard courts, golf courses, entrances and common areas.

Management's goal is to assure that all Lot Owners be afforded the right to use and enjoy the many amenities available, and to enjoy their homes. To meet this goal, it is necessary to have rules for orderly use and enjoyment of the recreational facilities and to ensure that the recreational facilities are maintained and operated in a manner consistent with the agreement of the TPE&CC Owner of the recreational facilities, Management, TPUOA and Lot Owners, and in accordance with general commercial standards for comparable recreational facilities in the area.

1. All Lot Owners pay to Management a monthly Maintenance Fee for the maintenance and operation of the recreational facilities and common areas of the community.
2. It is the policy that aesthetics and general appearance of entrances and common areas are kept in conditions comparable to other HOA communities nearby (i.e., Sun City, Palm Desert Greens, Portola CC, etc.).
3. In accordance with the Master Declaration, Management and TPUOA are to meet annually in May to review this Property Owners Handbook and its Addenda.
4. Management is responsible for enforcing the CC&Rs for the two tracts (Family Section) not under the Master Declaration.
5. Although the Master Declaration does not apply to the Family Section, it is expected that Management affords the same considerations to those Lot Owners as to the members of TPUOA, whenever possible.
6. When new Lot Owners purchase property in Tri Palm Estates, they must register in the Management Office and, for the Senior Section, with the Association (TPUOA).
7. The Management Office will make sure new Lot Owners are guided to community rules (Property Owners Handbook) and will be available to assist new Lot Owners with interpretation of the rules.

8. The Clubhouse Event Hall will be available to Lot Owners year-round, and Lot Owners shall have priority over the general public in reserving the Clubhouse Event Hall. Lot Owners and Clubs must fill out a TPE&CC Event Request Form at the Clubhouse to reserve the Clubhouse Event Hall or meeting room. Facilities are available at no cost to Lot Owners and their immediate families. The calendar for Clubhouse use is available at the Clubhouse Front Desk which members may review upon request during normal work hours.
9. Bar & Grill:
 - a. Management reserves the right to refuse service to anyone.
 - b. Smoking is only permitted in designated areas outside and at a designated distance from the Clubhouse and buildings. There is no smoking (including vapor cigarettes) allowed inside any building that makes up the Clubhouse. An area outside the fenced-in patio area is designated as the smoking area. Additionally, an area under the canopy located next to the poolside showers is designated as the secondary smoking area. On the main patio, the fenced-in area is the non-smoking area. Management reserves the right to move, reallocate and remove smoking permitted areas.
 - c. No profanity. No loud or boisterous activity. No abuse of furnishings. No sleeping is allowed in the Bar & Grill or in the Library/Lounge/Card Room.
 - d. Appropriate attire is required for patrons in the indoor Bar & Grill.; i.e. no muscle shirts or tank tops. All bathing attire must be properly covered in the indoor Bar & Grill or Library/Lounge/Card Room. Shirt and shoes are required in the Bar & Grill and Library/Lounge/Card Room.
 - e. Inappropriate language on clothing is prohibited in the Bar & Grill.
 - f. Harassment of the staff constitutes a hostile work environment and will not be tolerated by Management.
 - g. No inebriated patrons will be served in the Bar & Grill area.
 - h. Violators of the foregoing guidelines will be asked to leave; a second offense will result in a 90-day suspension. Subsequent violations will result in a permanent suspension. These suspensions are subject to Management review.

B. Homeowners Association (TPUOA) Responsibilities

The Master Declaration established an owners' association (Tri Palm Unified Owners Association, TPUOA) and automatically binds each lot in the tracts to the Association and its benefits. The Master Declaration, among other things, establishes age restrictions (55+ years of age) for residency in those tracts to which it applies. These restrictions are consistent with federal and state laws

governing Senior Housing. For further information on Senior Housing regulations, contact the TPUOA Senior Housing Committee through the TPUOA office.

1. The Association represents Lot Owners to help assure that the CC&Rs for all tracts in the Senior Section are adhered to.
2. The Association also helps ensure that Management maintains all recreational facilities and common areas in accordance with this handbook, and in particular, Addendum A (Maintenance Standards).
3. All Lot Owners within the "Senior Section" pay to TPUOA an Annual Assessment. TPUOA maintains a Business Office which is open to members to serve the community. All inquiries and complaints regarding issues within the community should be submitted to this office.
4. The membership of TPUOA elects a board of directors annually to handle business of the Association. The board of directors meets monthly throughout the year and holds monthly informational meetings from October through April for all Association members.
5. The Association has a Business Office at 32-851 Desert Moon Drive. The office is open Monday through Friday from 9:00 a.m. until 4:00 p.m. during the Season.
6. Two representatives from the Family Section (one from Unit 5 and one from Unit 6) are members of the Rules, Regulations & Facilities Committee of the Association. This committee works closely with Management.

C. Membership and Guest Cards

1. Membership:

- a. Management will put into its computer system Lot Owners' information along with their photographs. This entitles the Lot Owner to use the recreational facilities on condition that the Lot Owner complies with all applicable rules and regulations. Management Office and Golf Staff will be able to look up in the computer system all Lot Owners, and will only grant access to those Lot Owners currently in good standing.
- b. Not more than two adults who are the recorded titleholders of a lot in Tri Palm Estates are recognized as Lot Owners in the computer system.
- c. When there are multiple owners of a lot, the Lot Owners must decide at the time of issuance which two people on the deed will be placed into the computer system as having golf privileges. All others will be Social Members (see Definitions).
- d. Corporations, partnerships and trusts which are on the title to any lot must

decide at the time of issuance which two people on the deed will be placed into the computer system as having golf privileges. Others will be Social Members (see Definitions).

- e. A Single Owner will be placed into the computer system with information and photograph. A Single Owner may accompany one guest to play golf without Green Fee (not including cart fee). Barring a medical exemption, a Single Owner must accompany his guest to sign in to use the golf facility.

2. Guest Cards:

- a. Lot Owners are entitled to two (2) Guest Cards per lot. Each Guest Card admits one person. If a Guest Card is lost or stolen, there is a replacement charge per card.
- b. To use the recreational facilities, Guests of a Lot Owner must present a Guest Card which they obtain from the Lot Owner.
- c. Guests may use the recreational facilities, subject to observing the applicable rules, without charge, except for the use of the golf courses. The golf courses may be played upon payment of the current Greens Fee and presentation of a valid Guest Card.
- d. The Lot Owner is responsible for the actions of his Guests, and for ensuring the Guest is familiar with the rules and regulations.
- e. Guest Cards will not be honored, and Guests will be DENIED use of the recreational facilities if the Lot Owner is delinquent in payment of their Maintenance Fees.

3. Rental Privilege Cards:

- a. Upon presentation of a valid rental receipt and/or agreement, the renter and photographs will be entered into the computer system for the length of time of rental; one month, three months, for the Season or full time.
- b. Renters may obtain no more than two temporary Recreational Facilities Passes from the Management Office.

4. Suspension of Privileges:

- a. Facilities Management reserves the right to suspend ALL use of privileges to any Lot Owner, their Guests or Renters, who are 90 days or more in arrears on the payment of their Maintenance Fees. Nor will such Lot Owners be allowed to be Guests of other Lot Owners who are current in their accounts.
- b. Facilities Management reserves the right to suspend the privileges for a specific period of time for any misconduct or misuse of the facilities by any Lot Owner, including, but not limited to the golf courses, Clubhouse, tennis courts, shuffleboard, pool areas, parking lots, etc. This includes the Family Section park facilities.

D. Property Owners Responsibilities

1. Clubhouse

- a. All persons entering the recreational facilities, except the Bar & Grill must be a registered Lot Owner or Renter or have a valid Guest Card or Recreational Facilities Pass.
- b. The Library/Lounge/Card Room is not to be used as an idle “hang-out.” Therefore, the Clubhouse Attendant on duty, at his/her discretion, has the authority to close down the use of the billiard table, or Lounge if necessary. Guests should be advised that proper behavior is required.
- c. Lot Owners, Renters and Guests are expected to dress appropriately while in the Clubhouse or using the recreational facilities.
- d. All reservations for use of the Clubhouse recreational facilities must be made in the Management Office.
- e. Children under 12 years of age must be accompanied by an adult while in the Clubhouse. Guests under 18 years of age must be accompanied by an adult after 6:00 p.m.
- f. Lot Owners, when in the Bar & Grill, are to follow the guidelines and rules set forth by Facilities Management in Section A, subsection 9 (page 4).
- g. Commercial advertisements, charitable contributions, business solicitations, petitions, political fund raising and organized religious services must be approved by Management.
- h. Inappropriate requests or abuses of any employees or board members are not permitted.
- i. Recreational Facility Attendants are authorized to summon law enforcement if necessary to uphold rules.
- j. A planned schedule covering the use of these recreational facilities is published monthly. Clubs are organized by and for residents with elected officers and appointed committees. Each Club has priority over other groups to use the recreational facilities for activities at its scheduled times. The Clubs furnish their own supplies and purchase their own refreshments, if desired by members.
- k. Parties and meetings must be scheduled and arranged through the Management Office. Due to heavy demand for use of the Clubhouse, its use must be scheduled in advance.
- l. The capacity of each room has been posted in accordance with and by the direction of the County of Riverside Department of Building and Safety and must be observed.

- m. The Clubhouse and Social Kitchen are available for Lot Owners' use on a priority basis.
- n. All Clubs and Lot Owners using the Clubhouse for parties or meetings must observe the following rules:
 - 1) Avoid making or permitting disturbances, noises, odors or in any way disturbing or interfering with the rights, comforts or convenience of other Lot Owners.
 - 2) Obey all state and local laws.
 - 3) Remove all rubbish, trash and all items brought to the Clubhouse and leave the premises in "broom clean" condition at the end of each permitted use.
 - 4) Be responsible for and promptly pay for any damage to the Clubhouse, or to any property therein, which occurs during use.
 - 5) Hold Management and the TPUOA harmless from and indemnify them against all claims for injury or death to any person or damage to or loss of any property which takes place during or as a result of such use. Users must pay for clean-up costs which may be incurred. A fee schedule will be established annually in May by TPUOA and Management.
 - 6) Approved Clubs must fill out a reservation form to reserve the date, time and area they desire for their function, and submit the form to the Management Office.
 - 7) Lot Owners hosting a private party must pay a cleaning deposit. The Lot Owners are responsible for satisfactorily cleaning the area after the party. In the event the Management Company has to clean the area, cleaning expenses will be deducted from the deposit. Any amount remaining will be returned to the Lot Owner.
 - 8) Any TPUOA Club shall be allowed to use the Social Kitchen for preparing a meal for members and guests three times during any ninety-day period. Clubs may bring food prepared by members for "potluck" events. Clubs are encouraged to use the restaurant for food and beverage service for their events.
 - 9) The Arts and Crafts Building may be used under the same conditions as the Clubhouse.
 - 10) Management has the right to refuse service and cause offenders to be removed from the premises.

2. Swimming Pools and Spas.

- a. The recreational facilities are not public and are restricted for use by authorized persons only. Lot Owners and Renters are identified by computer;

otherwise, Guest Cards or Recreational Facilities Passes must be shown before entrance to the pool area will be permitted. The Clubhouse exercise pool on the north side of the Clubhouse complex is for Adults Only (over 18 years of age). There is a Children's Pool in the Family Section recreational complex.

- b. Management does not provide lifeguard services. All must swim safely and at their own risk. Management and TPUOA will not be responsible for the loss of, or damage to, personal property of any kind.
- c. State law requires that children under 14 years of age MUST be accompanied by a RESPONSIBLE ADULT in order to use the pools. The Recreational Facilities Attendant on duty shall determine the suitability of Lot Owners, Renters and Guests to use the pools.
- d. Showers are required in compliance with state regulations to remove body oil, suntan lotion and sunscreen before entering the pools or spas.
- e. Incontinent persons must wear plastic pants or waterproof diapers.
- f. Glass containers are prohibited in the pool areas.
- g. Diving, running, jumping, playing ball or acts normally considered unsafe are prohibited.
- h. Wheeled vehicles, skateboards, etc., except wheel chairs, are not allowed in the pool areas.
- i. No pets are allowed in the pool/spa areas.
- j. No play equipment is allowed within the Clubhouse swimming pool areas, with the exception of approved "arm floaties" and "noodles". Flotation devices must be approved by Management. Play equipment is allowed in the Family Section recreation area pools.
- k. Cut-off jeans or inappropriate attire, such as bikini briefs and thongs are not permitted.
- i. Food or beverages (other than plastic bottled water) may not be brought into pool areas.
- m. Persons perceived to be under the influence of alcohol or other controlled substances will not be permitted in the swimming pool areas.
- n. Only children under the age of 12 are permitted to use the wading pool located at the Family Section recreational center.
- o. No child under the age of 14 is permitted to use the spas without a letter from the child's attending physician directing Management to allow the child use of such spa for health reasons only.

- p. Management has the right to refuse admission, or to remove any person from the pool areas, if any of the rules and regulations are not observed.
- q. Children (under the age of 17) are to be with an adult. No adult shall be responsible for or allowed to supervise more than five (5) children in the pool area at any one time.
- r. Pool activities should be appropriate to the location of the individual pool. The exercise pool and the lap pool (located at the Clubhouse) are primarily intended for use by, but not limited to, our senior community. The pool located in the Family Section recreational area is primarily intended for use by our younger community.
- s. It is the responsibility of Facilities Management to enforce these rules and restrictions.

3. Tennis/Pickleball Courts

- a. Play is on first come basis. Reservations may be required if demand increases.
- b. Play is limited to one set when there are other residents waiting to play. Practice is limited to one half hour when there are other residents waiting to play. The name at the top of the sign-up board is next to play.
- c. Proper attire is required on all the courts. No bathing suits.
- d. If the opponent claims there was a major distraction while hitting a shot (such as a ball bouncing onto the court), don't hesitate to replay the point.
- e. Be courteous; verbal outbursts are distracting to other players.
- f. Throwing equipment in anger is unsportsmanlike and dangerous. Control your temper.
- g. If another team's ball is in your court during play, for safety's sake stop your play and have the server re-serve.
- h. Do not go under or over the net; go around so as not to damage the net.
- i. Never walk behind a court or enter one while a rally is in progress.
- j. Know the rules of the game and observe them.
- k. The only footwear permitted on the courts is tennis shoes. Black soles or any other type of footwear is prohibited.
- l. Please turn off lights when leaving the tennis courts.

4. Shuffleboard

- a. Members of the Shuffleboard Club have priority over other players on the shuffleboard courts.

- b. Because the boards must be cared for carefully, play may be restricted to those who are knowledgeable and responsible about caring for the boards.
- c. Hours of play are posted at the Clubhouse, and are established annually in May by TPUOA and Management.

5. Horseshoe Pits

- a. There are two (2) horseshoe pits in the Family Section and two (2) in the Senior Section.
- b. Equipment and “Rules” may be checked out at the Family Section Pool and the Senior Section Clubhouse. Club equipment is available to check out during regular business hours and must be returned prior to close of business the same day.

6. Golf Courses

- a. The golf courses, as the rest of the recreational facilities, are only for the use of Lot Owners, their Guests and authorized Renters during the Season.
- b. All players are required to sign in at the Golf Shop before beginning play. Play must begin at the first tee or as designated by the Golf Staff.
- c. Golf Staff reserves the right to inspect the identification of anyone wanting to play golf.
- d. Use of the golf courses is subject to the rules and regulations governing the golf courses, some of which are printed on the scorecards.
- e. United States Golf Association Rules of Golf apply to all play on the golf course, except in special tournament play when participating players agree on temporary “fun rules” or other regulations.
- f. All players are required to extend the usual courtesies of golf to each other.
- g. All players must dress appropriately when using the golf courses. No blue jeans, sweat pants, cut-offs or tee shirts are allowed.
 - 1) Men shall wear shirts that are, or are capable of being “tucked in” and must have sleeves and collars or mock turtle necks. Shirts with ribbed bottoms – similar to sweaters – may be worn on the outside of pants.
 - 2) Women may wear skorts. No “mini-skirts” or “short-shorts” are allowed. Tank tops and spaghetti straps are not allowed.
 - 3) Shoes must be a golf type, or tennis shoes. No metal spikes are allowed.
 - 4) The Golf Staff reserve the right to exclude players who are dressed in inappropriate attire.

- h. No bicycles or any wheeled vehicles except authorized golf carts shall be ridden or driven on any part of the golf courses, including golf cart paths, or fringe areas (out-of-bounds).
- i. No golf carts are to be driven closer than 30 feet from the perimeter of greens.
- j. The 90 degree rule is in effect on both golf courses, unless otherwise determined by the Golf Staff.
- k. The golf courses are to be used for playing golf only. All non-golf activities, including practicing, strolling, walking, jogging, bicycling, or picnicking are prohibited. In ponds, no swimming, fishing, wading, or retrieving golf balls (except by a golfer playing that golf hole) is permitted at any time.
- l. No pets are allowed on the golf courses, whether loose, on a leash, or in a golf cart.
- m. Management reserves the right to suspend or revoke golf privileges to any person if any of the rules and regulations are not observed, or are continually disregarded.
- n. Under some conditions, golf carts may be restricted to cart paths only. Violation of this provision is subject to suspension of golf cart privileges. This applies also to handicapped golfers.

7. Golf Carts

- a. No person may operate any golf cart (or any other vehicle) on the golf courses, golf cart paths, or any TPE&CC property unless they possess a valid driver's license, insurance and a valid permit.
- b. Each Lot Owner shall have the right to use his personally-owned golf cart on the courses under the following conditions:
 - The golf cart shall bear the current yearly permit issued by Management to operate the cart. The permit shall be issued without a charge to the Lot Owner upon furnishing a certificate of liability insurance
- c. A valid certification for a handicapped placard is required to have a handicapped flag for the golf cart.
- d. Only turf-friendly tires may be used on the courses.
- e. Management reserves the right to revoke any golf cart permit and privileges if the golf cart is not operated prudently. If the cart causes damage to the golf course or personal property, if it causes injury to any person, or for any other just cause, golf cart privileges may be suspended.

8. Appearance of Lots and Homes

- a. Christmas decorations may be installed beginning the day after Thanksgiving

and must be removed by January 15 of the following year.

- b. All other Holiday decorations may be installed 20 days before and must be removed within 10 days of the Holiday.
- c. Only furniture specifically designed for outdoor use may be used outside the residence.
- d. All Lot Owners must maintain their property in a clean and attractive fashion at all times.
- e. Lawns should be kept as green as possible. Undeveloped lots must be periodically mowed and raked clear of debris.
- f. Palm trees must be trimmed each year, between June 1 and July 15. Other trees and shrubs must be trimmed according to Management or the TPUOA CC&R Committee rules.
- g. All plans for buildings, alterations, fences and landscaping must have prior approval by Management in the Family Section, or by TPUOA in the Senior Section.
- h. All outside painting must have prior approval from the appropriate authority (TPUOA Architectural Committee or, for Family Section, Management).
- i. No businesses or activities for profit may be conducted on any lot in the community.
- j. No clothes may be hung to dry outdoors within view of the street or the golf course.
- k. No Lot Owner shall permit anything or any condition to exist upon their lot which shall induce, breed or harbor infectious plant diseases or noxious insects or pests.

9. Pets

- a. No more than two pets (dogs or cats) per home are permitted and all pets must be licensed according to local jurisdiction.
- b. All pets must be on a leash while outside the Lot Owner's or Renter's premises
- c. Walking of pets on all sections of the golf courses is prohibited.
- d. Pet owners are responsible for any and all actions of their pets. Pet owners must promptly pay for any injury or damages caused by said pet.
- e. Pets must not create a nuisance or excessive noise. Pet owners or dog walkers must pick up after their pets.
- f. No Lot Owners or Renters are allowed to breed animals for commercial

purposes.

- g. Management, TPUOA, TPUOA Board Members, employees and agents shall have no liability to any Lot Owner, their family members, guests, invitees, tenants and contract purchasers, or any other person for any damage or injury to persons or property caused by any pet, in the absence of willful or wanton negligence on the part of Management, TPUOA, TPUOA Board Members, employees and agents.

10. Signs

- a. A Lot Owner may display on his/her lot a sign not to exceed 18" x 24": advertising the premises for sale or rent. Small informational signs, such as those placed by alarm monitoring companies are permitted.
- b. Signs may not be placed on the common area, except with prior approval by Management.
- c. It is the intent of TPUOA and TPE&CC Management to comply with Riverside County Ordinances No. 348 and No. 679 in the regulation of temporary signs.
- d. Election signs may be displayed ninety (90) days prior and removed within ten (10) days after any local, state, regional or national official election.

11. Leases and Rentals

- a. No home in Tri Palm Estates & Country Club shall be leased or rented for transient or hotel purposes (less than 30 days).
- b. No portion of any home or outbuilding (other than the entire unit) shall be leased or rented for any period of time.
- c. Lot Owners who lease or rent their homes must notify the Management Office and TPUOA office prior to each lease or rental.
- d. Owners must furnish their lessees or renters a rental document, which must be shown to Management and, in the Senior Section, to TPUOA. When the rental document is presented at the Management Office, the Renter and photograph will be entered into the computer system. A Renter will be unable to use any recreational facility if s/he is not in the computer system.
- e. In the Senior Section, homes may be rented only to residents of whom at least one is 55+ years of age and any other resident is a Qualified Permanent Resident (see Definitions).

12. Vehicle Parking and Safety

- a. All streets within the community are owned and maintained by Riverside County.
- b. The Riverside County Sheriff's Department and the TPUOA affiliated COP

(Citizens on Patrol) patrol the streets and the California Highway Patrol enforces all state and county motor vehicle and traffic laws.

- c. The streets and residential parking areas are part of the tracts and therefore are governed by the CC&Rs and this Property Owners Handbook.
- d. Commercial vehicles are not to be parked in the tracts. No RVs (including boats, trailers, etc.) may be parked in the tracts more than 48 hours and only twice each month.
- e. The speed limit on all streets within the community is limited to a maximum of 25 miles per hour for all vehicles, and will be strictly enforced.
- f. Vehicles parked in the Clubhouse parking area more than 48 hours may be towed.
- g. Disabled vehicles (those with flat tires, on jacks or blocks, etc.) shall not be parked, left standing or stored on any lot within Tri Palm Estates & Country Club for more than 48 hours.

13. RV Parking

- a. Storage parking of travel trailers, camper vans, motorhomes, boats, and all such recreational vehicles at the Lot Owner's or Renter's lot is prohibited.
- b. If necessary to prepare such vehicle(s) for use or storage, the vehicle may be parked at the Lot Owner's lot no longer than 48 hours.
- c. Storage areas are available through the Management Office. For more information, go to that office in the Clubhouse.
- d. RVs may not be parked in the Clubhouse parking area without prior permission of Management.

Addenda

ADDENDUM A

TRI PALM ESTATES & COUNTRY CLUB MAINTENANCE STANDARDS

(Revised 2014)

PURPOSE

The purpose of these Maintenance Standards is to maintain the recreational facilities and common ground for Tri Palm Estates & Country Club to Commercial Standards for similar recreational facilities within the Coachella Valley as subscribed to by the Hi-Lo Desert Chapter Golf Course Superintendents Association of America (GCSAA).

GENERAL

1. All work shall be performed by personnel capable of maintaining the amenity in a neat, attractive and inviting condition.
2. Whenever a time is given in which a particular task is to be completed, the time for performing that task will begin from the time maintenance or Management personnel first become aware of the condition, whether through personal observation or when the condition is first reported to Management.
3. When the phrase "normally within" followed by a time frame is used, the time frame is provided as a guide to provide the parties with a standard for reasonable performance under normal circumstances. The parties recognize that situations can occur that are beyond the control of Management, such as the unavailability of equipment, supplies, qualified personnel or vendors or other uncontrollable events, when the time frames cannot be met despite the best efforts of Management. In the absence of these uncontrollable events, however, the time frames are agreed to be a reasonable estimate of the time needed to perform the particular task.
4. The Restaurant and its kitchen areas will be maintained within the standards required by the County of Riverside and the State of California.

GOLF COURSES

1. Greens will be cut daily, weather conditions permitting, cross-cut on a monthly basis, or as required, aerated and sanded at least twice yearly, and rolled monthly, weather conditions permitting.
2. Fairways will be cut three times per week, weather conditions permitting. Fairways will be aerated at least annually, or as needed. Tees will be aerated and sanded at least once per year and more often if required.
3. Fertilization will occur as required.
4. Bunkers will be raked and kept free of weeds, with new sand added as necessary to keep a fluffy layer. Rakes will be kept in all traps at all times.
5. Tee markers will be moved daily to a different area of the tee ground.
6. Cups on greens shall be repositioned daily. The previous cup area shall be smoothed and groomed to blend with the rest of the green.
7. Weeds on courses, including greens, will be sprayed or pulled as necessary.
8. Brown areas on fairways will be appropriately addressed until regrowth is established and will not remain brown or bare more than one year, unless by specific design such as non-overseed areas or desert-scapes.
9. Litter and wind-blown debris are to be removed on a continual basis.
10. Trees and shrubs in golf course areas will be trimmed as required or as necessary considering the species and location of the tree or shrub. Grass at base of trees will be trimmed without damaging trees.
11. Trees are to be maintained in their natural shapes and pruned in a manner to select and develop permanent scaffold branches. Eliminate overlaid dead, diseased or damaged growth.
12. Trees shall be pruned once every two years if necessary, considering the species and location of the tree. Pruning cuts to be made flush.
13. Golf cart paths will be kept smooth, clear of holes and large cracks. Repairs should be made as quickly as necessary to preserve this standard. Plant and/or weed growth shall be prevented and/or removed from cracks or other paved areas.
14. Bathrooms will be kept painted, in good working order, with working lights, cleaned and sanitized as needed but at least three times each week during the season.
15. Areas of standing water will be roped off on a daily basis and repaired in a timely manner.
16. Overseeding will be done each September/ October with quality golf course seed. Bermuda seed shall be planted annually each summer as required.

17. Bare or damaged areas on greens and on tees shall be replaced or repaired, including the placement of sand and seed or sod as necessary, in a timely manner.
18. Shoe cleaners, rakes, cups, flags, stakes for out of bounds, ball washers, trash receptacles and water containers will be kept clean and replaced as necessary.
19. Drainage ditches will be maintained as necessary.
20. Each summer the tee areas will be considered for improvement. Tee areas shall be repaired and maintained in a manner consistent with reasonable golf course standards so as to maintain the course in a condition comparable to other similar courses in the Coachella Valley.
21. Each summer the greens shall be evaluated and, when necessary, revitalized by removing the grass and sand and refilling with sand and new grass to make for better greens and drainage. Greens shall be repaired and maintained in a manner consistent with reasonable golf course standards so as to maintain the course in a condition comparable to other similar courses in the Coachella Valley.
22. The irrigation system will be repaired as feasible and gradually replaced as needed.
23. Fairways, tees and greens shall be irrigated to promote healthy and vigorous growth.
24. When fungus or insect infestation occurs, fungicides and insecticides will be applied to affected areas of the golf course to control these problems. Gopher treatment will be performed immediately upon notification of a problem.
25. When Bee or Wasp hives are reported to Management they will be removed within a day.

CLUBHOUSE AND ARTS AND CRAFTS BUILDING

1. All building roofs will be maintained in good repair. Repairs to roofs ceiling tiles and walls will be made in as timely a fashion as possible, normally with two weeks of leak occurrences.
2. Restrooms will be cleaned and sanitized as required by the Riverside County Health Department. All malfunctions will be repaired in a timely fashion, normally within one week of report to Management.
3. All lights and fans will be maintained according to best commercial practices.
4. All window frames, window covers, and doors will be maintained in good working order and repaired in a timely fashion. Bi-annual check will be made of security latches so that sliding door rollers, rubber seals, and caulking around frames will be replaced as needed.

5. Air conditioners will be maintained in working order and repaired or replaced in a timely fashion, normally within two weeks after reported to be malfunctioning. If it is not possible to repair to satisfactory performance they will be replaced. Air conditioner filters will be cleaned as necessary to ensure proper operation.
6. Social Kitchen equipment will be maintained in good working order. Floors, counters and cupboards will be cleaned on a regular basis. Exit doors will be equipped according to safety codes.
7. Tables and chairs for a minimum of 300 and up to 400 will be maintained and updated as required in the main Clubhouse Event Hall.
8. Clubhouse electrical system will be maintained in good working order, adhering to the Riverside County and State of California Electrical Code or equivalent.
9. Interior walls will be spot-painted to remove unsightly marks at least annually and the entire surfaces repainted every seven years.
10. Floors will be cleaned weekly or more often if required, and refurbished or replaced as reasonably necessary.
11. The garbage areas will be cleaned as needed and garbage will be kept contained so that animals are not attracted.

SWIMMING POOL AREAS

1. Deck areas will be repaired, resurfaced and maintained as needed in a timely manner.
2. Pool area fencing and walls and the metal canopy over the large spa will be kept free of rust, spot primed and painted as needed.
3. Pools and spas will be serviced on a regular basis so as to maintain optimal health standards and to meet all governmental requirements. Debris will be cleaned up daily.
4. Broken concrete walls and steps will be repaired or replaced in a timely manner, normally within one month after breaks are discovered. Safety conditions will be addressed and remedied immediately.
5. Outdoor shower areas will be cleaned twice weekly and repairs made in timely manner, normally within one week of report. Interior showers and bathrooms will be cleaned and sanitized daily, and repairs made in a timely manner, normally within two weeks of reported failure.
6. Pool lighting will be maintained in good working order and repaired in a timely manner, normally within two weeks of reported failure.

SHUFFLEBOARD AND TENNIS/PICKLEBALL COURTS

1. Shuffleboard and surrounding area will be maintained and repaired in a timely manner. Courts will be resurfaced annually, normally in the fall. Courts are to be swept daily during the season.
2. Shuffleboard area shade cover will be maintained in good repair and replaced when necessary. Fence area will be covered to reduce wind and sand.
3. Tennis courts will be cleaned weekly at a minimum.
4. Windbreaks and nets will be replaced as often as needed. "As needed" means whenever large holes appear, excessive fading occurs, or the item no longer functions as intended.
5. Tennis & Pickleball court surfaces and stripes will be repaired and painted on a regular basis as needed, with any repairs needed to maintain safe play being performed in a timely manner, normally within one week of the need being reported.
6. Tennis court lighting will be kept in good working condition, with lights and reflectors cleaned annually. Burned out lights will be replaced in a timely manner.
7. Horseshoe Pits area will be maintained according to best commercial practices.

COMMON AREA MAINTENANCE

1. Any flood spillways will be maintained in a proper manner.
2. All entrances will be maintained with mowed and irrigated lawns, lighted palm trees, trimmed hedges and plantings in planters in all seasons. Signage will be maintained in best commercial practices.
3. Any broken tiles, lights or irrigation will be repaired in a timely manner, normally within two weeks of being report.
4. Parking lots will be resurfaced as needed and cracks cleaned out and refilled. Lines will be re-marked as needed, normally every 3 years.
5. All lights will be checked monthly, burned-out bulbs replaced immediately and repairs completed in a timely manner, nominally within two weeks.

RV STORAGE LOTS

1. Fences and gates will be checked monthly. Any problems discovered or reported with locks or razor wire will be repaired in a timely manner giving due consideration to the nature of the maintenance needed and the security risks that exist.

2. Hedges will be trimmed and cleanup beneath them will be done on a regular basis as needed, normally on a semi-annual basis.
3. Security lighting will be checked monthly and bulbs replaced in a timely manner, normally within two days

ADDENDUM B

DEFINITIONS

The following terms used in this booklet are hereby defined:

Arts and Crafts Building: The smaller building adjacent to the Clubhouse for the use of Lot Owners and Guests by arrangement with Management Office.

Association: Tri Palm Unified Owners Association (TPUOA) is an organization of the Lot Owners in the Senior Section, tracts 1, 2, 3, 4, 7, 8, 9, 10 & A (Tracts 2462, 3327, 3640, 3715, 3774, 3858, 3911, 3747, and 15926-1 of Riverside County).

Event Hall: The large room in the Clubhouse which is used for dinners, dances, and entertainment events.

Board Members: Board Members are the elected Directors of the Association.

CC&Rs: The Conditions, Covenants and Restrictions for each tract in Tri Palm Estates & Country Club bind the TPE&CC Owner and Lot Owners to a set of rules which are lawfully recorded by Riverside County. Each buyer of a residence or lot in Tri Palm Estates & Country Club should be given a copy of the CC&Rs for his tract by the escrow company at the time of purchase. By purchasing property in Tri Palm Estates & Country Club, the Lot Owner legally agrees to abide by the CC&Rs.

Club: A Club is a group recognized by TPUOA, whose members are all Lot Owners.

Clubhouse: The Clubhouse, part of the recreational facilities, is the large building at the center of the development, which houses the Management Office, Library/Lounge/Card Room, Event Hall, Meeting Room and Social Kitchen, as well as the Restaurant and Bar. Admittance to swimming pools, spas, shuffleboard, tennis, and horseshoe pits is through the Clubhouse foyer.

Facilities Management Company: The company employed by the TPE&CC Owner to manage the recreational facilities.

Fairway: The fairway is the closely mown area that usually runs between the tee box and putting green of a golf hole, and is the target for golfers on all holes other than par-3s (where you take aim at the green).

Family Section: The Family Section is the two tracts, 3774 and 3858, of Tri Palm Estates & Country Club that are not associated with the Association and are administered directly by the Owner or his designee. There are no age restrictions on residence within the Family Section.

Golf Shop: A golf shop (sometimes referred to as the Pro Shop) is a shop where equipment for golf is sold usually by people who play and teach the game professionally.

Golf Staff: The golf staff is the front line of communications between Management and players on a golf course and helps to ensure that a golfer has a good experience.

Golf Courses: There are two golf courses in Tri Palm Estates & Country Club. The Millennium Course is an 18-hole regulation course and the Century Course is a nine-hole par-3 course with two sets of tees so that it can be played as 18 holes.

Green Fee: The charge for Guests to play golf on either of the two golf courses at Tri Palm Estates & Country Club. Green Fees are also required of any Outside Play allowed at certain times during the year.

Group: A Group is up to 6 Guests under 18 years of age who may, accompanied by a Lot Owner, enter the Clubhouse and/or swimming pools.

Guest: A Guest is a friend of a Lot Owner who presents a Guest Card obtained from the Lot Owner in order to use the recreational facilities.

Guest Card: Two Guest Cards are issued by the TPE&CC Owner to each Lot Owner in Tri Palm Estates. The Guest Card entitles the Guest to access the recreational facilities without charge, except for golf courses, for which the Guest must pay the current Green Fee and be accompanied by the Lot Owner when playing.

Library/Lounge/Card Room: The room off the Clubhouse Lobby that houses the library and is used for playing pool, cards, etc.

Lot Owner: Someone whose name is on the Title to a lot in Tri Palm Estates & Country Club. Lots with more than two owners must designate two official Lot Owners. According to the CC&Rs of each tract, Lot Owners pay a monthly maintenance fee to the Owner for the use of the recreational facilities. See the CC&Rs for each tract for further definition.

Management: This term is used for TPE&CC Owner or the Facilities Management Company.

Management Office: The TPE&CC Owner's agent for corresponding with Lot Owners is the Management Office located inside the Clubhouse, and is staffed by employees of the TPE&CC Owner and/or Owner's agent.

Master Declaration: The Master Declaration established a Homeowners' Association and declared most of the tracts as age restricted residences. These tracts are known as the Senior Section.

Maintenance Fee: Established by the CC&Rs, each Lot Owner pays to the TPE&CC Owner a monthly fee for the maintenance of the recreational facilities.

Medical Exemption: Written verification from a medical physician is required for a medical exemption from usual requirements.

Meeting Room: The area off the Clubhouse Event Hall behind the Management Office. This area is used for small meetings. Activities in the Event Hall may expand into this area when the size of the party dictates.

Outside Play: A non-Lot Owner who is allowed to use the golf course is restricted to times agreed upon by TPE&CC Owner and Association. Normally the summer months.

Outside Use: Any use of the Clubhouse Event Hall by persons who are not Lot Owners is Outside Use. Outside Use is restricted by agreement of Owner and Association.

Qualified Permanent Resident: This term is defined in California Code 51.11

Recreational Facilities Manager: The company employed by the Owner to manage the recreational facilities.

Recreational Facilities Pass: The Management Office may issue to guests of Renters a Recreational Facilities Pass for entry and use of the recreational facilities (other than golf) for a specific time frame.

Recreational Facilities Attendant: An employee of the TPE&CC Owner or his agent who staffs the Lobby of the Clubhouse or Family Section areas and supervises attendance and activities in the adjacent recreational facilities.

Recreational Facilities: The areas owned by Shenandoah Ventures for the use of Lot Owners and their guests. These recreational facilities include the Clubhouse, golf courses, tennis courts, shuffleboard courts, horseshoe pits, practice putting greens, swimming pools and the Family Section recreation area.

Rough: "Rough" refers to areas on a golf course outside of the fairways that generally feature higher, thicker grass or naturally growing (untrimmed and not mown) vegetation.

Season: The Season is the time between November 1 and April 30, when there is heavy use of the recreational facilities.

Senior Section: The lots of tracts in which a majority of Lot Owners voted in 1997 to become restricted as Housing for Older Persons (Federal Act of 1995) are designated for a resident 55 years of age or older and that person's Qualified Permanent Resident and is administered by the TPUOA Board.

Single Owner: A Single Owner is the sole Lot Owner of a lot in Tri Palm Estates & Country Club.

Social Kitchen: This is the kitchen associated with the Clubhouse Event Hall. It is not approved by the Riverside County Health Department for preparing meals for public consumption, but may be used by a TPUOA Club under certain restrictions. Use by outside groups requires the approval of Management.

Social Member: A Social Member is a designation given to a person whose name is on the deed to a lot within Tri Palm Estates, but who is not a designated Lot Owner. This person may use any of the recreational facilities, including the golf courses upon payment of the Green Fee. They must be accompanied by a Lot Owner when playing golf.

TPE&CC Owner: The owner of the recreational facilities is Shenandoah Ventures, LP.

TPUOA Club: An organization of Lot Owners approved by the Association and insured under the Association.

Tract: A tract is one of ten areas of land legally designated by Riverside County as part of Tri Palm Estates & Country Club. These are listed under the definitions of Association and of Family Section. Two additional tracts may be developed in the future.

Turf Friendly: This term refers to equipment (including shoes and tires) which does not damage the golf course.

Property Owners Handbook, approved as of

November 7, 2018.

Shenandoah Ventures, Inc.

Sierra Management

By: (SIGNATURE ON FILE IN TPUOA OFFICE)
Ron Weyant, Regional Manager

Tri Palms Unified Owners Association

By: (SIGNATURE ON FILE IN TPUOA OFFICE)
Linda Batson, President